

MARYLAND JUDICIARY
TELEWORKER WORK PLAN

This form is a guide for teleworkers and Administrative Officials in planning work during telework periods. The use of this form is not mandatory; however, a work plan is encouraged to clearly define work expectations.

Teleworker's Name: _____

Days to Telework: _____

These are the conditions for teleworking agreed upon by the teleworker and the Administrative Official:

1. The following are the assignments to be worked on by the teleworker at the remote work site with the expected delivery dates:

<u>Assignments</u>	<u>Delivery Date</u>	<u>Percent Complete</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. The teleworker agrees to call the main work site to obtain his or her messages at least _____ times per day.
3. The teleworker agrees to obtain from the main work site all supplies needed for work at the remote work site. Out of pocket expenses for supplies regularly available at the Judiciary main work site will not normally be reimbursed.

_____ Teleworker	_____ Date
_____ Administrative Official	_____ Date